

**CENTER FOR RURAL HEALTH
UNIVERSITY OF NORTH DAKOTA
SCHOOL OF MEDICINE AND HEALTH SCIENCES**

COMMUNITY HEALTH PLANNING: THE NOMINAL GROUP PROCESS

What is the Nominal Group Process:

- Idea-generating technique used in problem-solving sessions
- Allows each participant to provide input into potential solutions
- Encourages each participant to think creatively for solutions
- Requires cooperation and commitment from each participant

Guidelines for Group Leaders:

- Organize and direct activity of the group
- Help create an environment that stimulates and generates ideas that are solution-oriented
- Keep the group on task and watch the time
- Encourage participation from each member (quiet members may need to be specifically asked by name for their ideas)
- Discourage any one member from dominating (someone who talks too much might be tactfully reminded others need a chance to share)
- Allow for clarification only; no one is allowed to judge or disagree with another's idea
- Help the recorder distribute writing materials and tabulate results

Guideline for Recorders:

- Distribute writing materials in the small group
- Take down ideas generated during the meeting on large newsprint
- Record group's final ideas on overhead sheet
- Prepare group's results to share when large group reconvenes
- Help the leader in time-keeping

Example of a North Dakota Hospital

XYZ County Hospital-Nursing Home Association Meeting

Description of Small Group Participation

Steps in Nominal Group Process:

1. The facilitator states the task in brief, precise terms and writes it across the top of the newsprint and makes sure all small group participants understand the task.
2. Group leaders and recorders hand out writing materials and each participant is asked to write 3 to 5 suggestions and ideas regarding the task at hand. They should use short phrases and must work individually. Be strict about this rule. Allow up to 10 minutes.
3. When everyone is finished writing, proceed around the table with each person giving the first suggestion on their list. Go around the group as many times as needed to get all suggestions without duplicates. Allow no discussion other than clarification of a given idea. The recorder lists each idea by number on the newsprint exactly as it is given by the individual. Allow 10 minutes.
4. After all the ideas are listed, allow additional discussion only to clarify a statement or idea not understood by the group. This is not time to discuss the merits of any one idea or suggestion. Allow no more than 10 minutes.
5. Each group member then receives a ranking form. Each member ranks the ideas given on the newsprint by the number given. Individuals must work alone and in silence. The top ten will be ranked. Allow 5 minutes.
6. The group leader and recorder then tabulate the individual votes and record the totals on the newsprint beside the items listed for the group to view. The statement with the highest overall score is the group's consensus of the highest priority.
7. Group leaders and recorders from all groups then report their group's results from small groups onto a master list on overhead sheets.
8. In the large group the Board chair explains to the group that the steering committee will then meet to add together the scores from duplicate items from different groups and classify project ideas under development strategies.

MISSION STATEMENT DEVELOPMENT

Developing a Mission:

1. Answer the question: Why do we exist?
2. Look at the nature of the business and its overall function
3. Goal is to bond organizational values into a unified expression of purpose.

Five Critical Statements to Test Mission Statement Against:

1. Differentiate the organization from others in the area or region. (What makes you different?)
2. Define the business of the organization. (What do you do?)
3. Define the markets of the organization. (Who do you serve?)
4. Define how the organization responds effectively to change or opportunity.
5. Statement of philosophy or commitment.

XYZ County Hospital - Nursing Home Association Meeting

Nominal Group Process - Small Group Individual Participation Form

Please list what you believe to be valid opportunities for strengthening the financial stability of XYZ County Hospital - Nursing Home Association. You will have 10 minutes.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

Please write brief positive idea statements. It is not necessary to use full sentences.

Individuals must work alone and in silence. Your ideas are important! Thank you.

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ACTIVITY PLAN

I. ACTIVITY (GOAL):

II. RESOURCES NEEDED:

- A. Internal
- B. Community-Wide
- C. Regional
- D. Financial

III. TIME FRAME FOR IMPLEMENTATION:

IV. WHO WILL BE RESPONSIBLE FOR THIS ACTIVITY?

Name: _____ Title: _____ Phone: _____

- A.
- B.
- C.
- D.

* Place an asterisk next to individual who will act as chair of this action committee.

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